



JOB OPPORTUNITY

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Announcement Number: 08-568
Position Title: **Supply Technician**
Series and Grade: PG-2005-05
Salary Range: \$29,726 - \$38,639 PA
Promotion Potential: None
Opening Date: 04/29/08
Closing Date: 05/12/08
Location of Position: Publication and Information Sales
Pueblo Branch
Order Filling and Warehouse Section, Pueblo, Colorado
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-time
Who May Apply: All U.S. Citizens

Make Your Mark on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

MAJOR DUTIES:

The incumbent reviews and process various types of publication orders and complaints. Inspect the condition of stock to determine usability for distribution. Verify publication titles and identification prior to stocking retail shelves. The incumbent uses bar code and computer technology for issuance of stock, and informs the supervisor or Senior Supply Technician of required replenishment. Receives batched orders; assemble and package items utilizing proper supplies and equipment (i.e. envelopes, shipping bags, cartons; and tape/glue dispenser, tying machine, postage meter/scale). Address orders and record all information from batch sheets onto tally sheets for production counts. The incumbent sorts completed packages into sorting bins by zip category and mails in accordance with current Post Office regulations or ships according to commercial shipping firm requirements. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

To qualify for this position, applicants may possess 52 weeks of specialized experience equivalent to at least the **PG-04** grade level. Specialized Experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. Examples of specialized experience include: overseeing stock maintenance at or within prescribed levels; conducting physical inventories and making adjustments in accordance with prescribed procedures; and collating and assembling equipment or supplies in accordance with placed orders, shipping lists or other forms of documentation; **OR**

Applicants may possess 4-years of successfully completed education in an accredited college or university equivalent to a bachelor's degree in any field of study; **OR**

Applicants may possess a combination of specialized experience and successfully completed post-high school education obtained in an accredited business or technical school, junior college, college or university; or acquired in the military to meet total experience requirements.

To use education as a qualifying factor; applicants must include a copy of their school transcript(s), or a list of completed courses including credit hours and grades achieved. Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment.

All qualification requirements must be met by the closing date of this announcement.

If this position is being recruited at multiple grade levels, applicants must specify for which grade level(s) they wish to receive consideration. Failure to do so will result in the applicant only receiving consideration at the highest grade level for which they are qualified by the Human Capital Office.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

1. Knowledge of basic supply principles, practices, and procedures used in filling orders and maintaining stock or inventory.
2. Knowledge of Post Office regulations and/or practices associated with packaging and mailing various items; and common practices used by commercial shipping firms.
3. Ability to operate equipment (i.e. tape/glue dispenser, tying machine, postage meters/scales, etc.) associated with packaging, mailing, and shipping products.
4. Ability to use a personal computer to retrieve, enter and save data.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in

sending in a complete resume, use our checklist at:
http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 3:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

HR Consulting Services
Valerie J. Tripp
Phone: (202) 512-2010 Ext. 33271
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, background check, and reference check before appointment. GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.